

## TIMBER SALE RECORDS

### Timber Sale Contract (Form 2400-5 and all amendments)

The original copy is filed at the field station as a permanent timber sale record.

### Timber Sale Notice and Cutting Report (Form [2460-1](#))

The original form is filed at the field station as a permanent timber sale record after data entry processes the form and returns it.

### Timber Sale Inspection (Form 2460-2)

This form should be maintained in the timber sale folder as a record of the progress of the sale and of the inspections conducted.

### Timber Sale Transaction/Remittance (Form [2460-3](#))

Each timber sale transaction is processed using this form. It provides a receipt for the contractor, remittance of funds to Bureau of Finance, a duplicate transaction record to the Forest Tax Section and a record in the timber sale folder of each transaction.

### Timber Sale Close Out Transaction (Form [2460-4](#))

A validated copy of this form is filed in the individual timber sale file as a record indicating final disposition of a cash performance bond and excess stumpage payment.

### Timber Sale Journal (Form 2460-5)

The Timber Sale Journal shall be used to record information regarding products which have been scaled and recorded on Scale Sheet, Form 2400-63. Entries shall be made following each scale. This will be maintained by the DNR employee who is responsible for the sale. This form is filed in a Timber Sale folder for each sale.

### Timber Sale Ledger (Form 2460-6)

After each Timber Sale Transaction/Remittance, Form 2460-3, has been made out, the total amount shall be entered in the ledger. All receipts shall be entered and the balance computed. A copy is maintained by the Forest Tax Section.

### Compartment Reconnaissance Record (Form 2400-26)

This form should be filled out to reflect field conditions following sale establishment and completion of the timber sale. Updated copies are sent to data entry with the "A" notice and the final cutting report (Form 2460-1), and another copy is filed in the compartment file.

### Forest Products Permit (Form [2460-8](#))

To be used for remittance of Forest Products Permits. The General Remittance Sheet (Form 9300-29A) may also be used.

### Timber Sale Map

A copy of the timber sale map is filed as a permanent timber sale record.

### Timber Sale Contractor Record

Keep a file on each contractor in which performance, documentation, worker's compensation, certification, and sales tax certificates are kept.

Certificate of Insurance/Letter of Credit

The original is filed at the field station as a permanent timber sale record.

Timber Sale Close-Out Checklist (Form 2460-13)

To be filled out at the sale closing, with the original kept in the local file.